CardReader 100 Scanner

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Using Online Help

Online Help is the most complete source of information about the Visioneer Business Card Reader software and the CardReader 100 Scanner. Open Help by choosing Contents from the Help menu.

1) To start Help:
    a. Select **Help** on the file menu bar and select **Contents**.
2) To read the contents of a Help topic:
    a. Select the desired topic in the left frame to display the corresponding information on the right.
3) To navigate the Help topics already viewed:
    a. On the Help toolbar, click **Back** to display the last Help topic viewed.
    b. On the Help toolbar, click **Forward** to display the previous Help topic viewed.

What is the Visioneer Business Card Reader Software?

The Visioneer Business Card Reader software is a user-friendly electronic organizer which helps keep track of information from business cards. The software automatically saves and organizes data with a simple scan of a business card. It is able to organize contact information to meet a variety of business and personal needs.

The Visioneer Business Card Reader Software includes the following features:

- Scan and recognize English Language business cards
- Scan both sides of a business card
- Retrieve and browse business card information easily
- Click and Post business card information from the card image to the designated field
- Find any contact using QuickSearch
- Sort business card information by any field or creation time
- Add additional information in the memo field
- Categorize business cards
- Print business cards as an address book or print card images
- Import and Export an address book between the Business Card Reader Software and Outlook/Outlook Express
- Export a contact list to a DBaseIII or CSV file format which can then be imported into applications such as ACT!, Goldmine, and MS-Excel
- Directly email contacts from the Business Card Software with vCard and/or business card image attached
- Direct synchronization with Palm and WinCE devices, Visioneer Business Card Software and other PDAs

Getting More Information

The Help system provides step-by-step instructions for using the Visioneer Business Card Reader software with your CardReader 100 Scanner.
You may obtain other sources of information from:

Visioneer Business Card Reader Software User Manual
This printed guide provides detailed information about all of the Visioneer Business Card Reader software features.

Visioneer Web Site
Visit our website http:// www.visioneer.com for the latest on products, technical support and more information on other Visioneer products.

Registering the CardReader 100 Scanner

Register the CardReader 100 scanner during the scanner installation process, or at the Visioneer web site http://www.visioneer.com.

Installing the Visioneer Business Card Reader Software and the CardReader 100 Scanner

Warning: Do not plug the CardReader 100 USB cable into the computer until prompted to by the scanner driver installation wizard.

1) Insert the Visioneer Business Card Reader Software CD into the CD-ROM/DVD-ROM drive of the computer.

2) When the installation screen opens up, click on **Visioneer Business Card Software**.

3) The installation wizard will begin, accept all default locations and options, the installation will complete the install and return to the main install screen.

4) Now click on **CardReader 100 Driver** to start the driver installation wizard.

5) Plug the CardReader 100 USB cable into a USB port on the computer when prompted to by the install wizard.

6) Click on **Finish** to complete the driver install.

7) Click on **Exit** to close the CD installation screen.

Uninstalling the Visioneer Business Card Reader Software and the CardReader 100 Scanner

To uninstall Visioneer Business Card Reader software from the system, use the Windows Control Panel to remove the application and all system files associated with it.

Warning : Following this procedure, will permanently remove the Visioneer Business Card Reader software from the computer's hard drive.

To uninstall the Visioneer Business Card Software from your system:

1) From the start menu, select **Settings** and then click on **Control Panel** to open the Control Panel window.

2) Double-click on the **Add/Remove Programs** icon.

3) Select **VisioneerBCR 1.5** and click on the **Add/Remove** button.

4) Click **Yes** and Windows will remove the Visioneer Business Card Reader software application and all associated files from the computer's hard drive.

To uninstall the CardReader 100 Scanner from your system:

1) From the start menu, select **Settings** and then click on **Control Panel** to open the Control Panel window.
2) Double-click on the **Add/Remove Programs** icon.
3) Select **CardReader 100** and click on the **Add/Remove** button.
4) Click **Yes** and Windows will remove the CardReader 100 scanner and all associated files from the computer's hard drive.

Calibrating and Cleaning the CardReader 100 Scanner

The Visioneer Business CardReader 100 scanner must be calibrated before using the first time. Calibration and cleaning may need to be performed from time-to-time to maintain/improve the quality of the scanned images.

To calibrate the scanner:

1) Select **Scan** from the 'File' menu or click on the

button to open the scanning utility.
2) Click on the **Calibrate** button.
3) Insert the calibration page into the scanner, or use a white piece of paper cut to the width of the card slot.
4) Click on the **OK** button after calibration has completed.

To clean the scanner:

1) Select **Scan** from the 'File' menu or click on the

button to open the scanning utility.
2) Insert the cleaning sheet provided with the scanner; the CardReader 100 will automatically pull the cleaning sheet through as with a regular business card scan.
3) Discard any image file created after the cleaning sheet has been fed through.

What is Optical Character Recognition (OCR)?

Simply stated, Optical Character Recognition (OCR) looks at the scanned image and "recognizes" text. The software will process the text for the purpose of modifying it in text editing programs (e.g. MS-Word, MS-Excel, WordPerfect, etc…)

The Visioneer Business Card Reader Software recognizes the text on a business card and inserts the results into editable fields. The software recognizes the type of information being processed and inserts it into the most likely text field (e.g. Name, Telephone Number, Address, Company, etc…)

To optimize the OCR results, make sure the image of the business card is horizontal and readable left-to-right. Be aware that business cards which are colored, or have graphic images, are probably not going to be recognized accurately the first time. Don't worry, the Visioneer Business Card Reader software allows selection of a specific area on the business card to re-process and insert into the selected field.

Scanner Updates

All updates can be found on our website http://www.visioneer.com

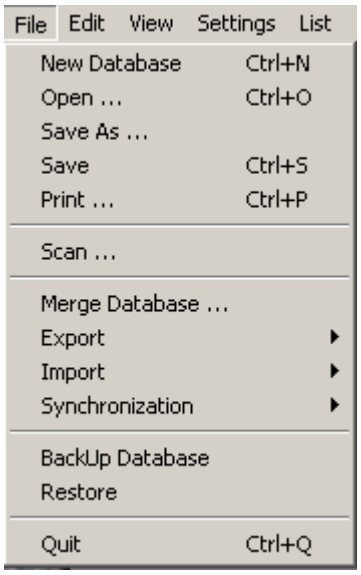
Getting Technical Support

If you cannot diagnose your problem using the topics in this Help system, contact Visioneer Technical Support at: http://www.visioneer.com

File Menu Commands

File

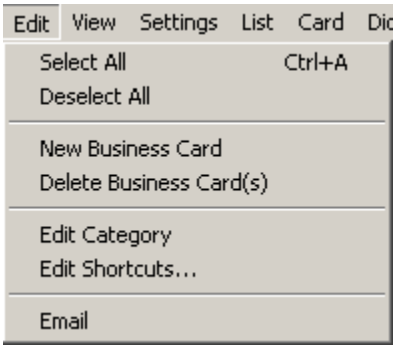
The Visioneer Business Card Reader Software's 'File' menu includes the following options:



Choose:	To:
New	Create a new business card database
Open	Open an existing business card database
Save As	Save the current contacts file under another file name
Save	Save the current contacts file
Print	Use the Print wizard to print the selected business cards
Scan	Use scanner to scan name cards directly
Select Scanner…	Choose scanner type
Merge Database	Merge a database into the current one
Export	Export an existing business card database to Outlook, Outlook Express, DBaseIII, CSV, vCard and as an image
Import	Import an existing business card database from Outlook, Outlook Express, DBaseIII, CSV and vCard
Synchronization	Synchronize with Palm, Visioneer Business Card Reader Software and other Personal Digital Assistants (PDA)
BackUp Database	BackUp a database and its images to a "*.db" file
Restore	Restore a "*.db" file
Quit	Exit from the Visioneer Business Card Reader software

Edit

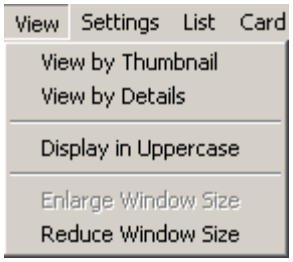
The Visioneer Business Card Reader Software's 'Edit' menu includes the following options:



Choose:	To:
Select All	Select all the business cards in the current database
Deselect All	Undo selection of all business cards in the current database
New Business Card	Creates an empty business card in the existing database
Delete Business Card(s)	Delete the selected business card(s)
Edit Category	Edit, add, delete or modify existing categories for scanned business cards
Edit Shortcuts	Edit the strings of existing shortcuts or add new shortcut strings
Email	Email the contents, or an image, of the scanned business cards

View

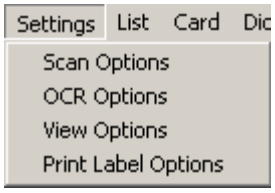
The Visioneer Business Card Reader Software's 'View' menu includes the following options:



Choose:	To:
View by Thumbnail	View all business car images
View by Details	View information of business cards in a list format
Display in Uppercase	Display all the information of the business card in uppercase letters
Enlarge Window Size	Enlarge window size
Reduce Window Size	Reduce window size

Settings

The Visioneer Business Card Reader Software's 'Settings' menu includes the following options:



Choose:	To:
Scan Options	Change scanning options such as brightness and contrast
OCR Options	Replace or append text fields with Optical Character Recognition (OCR) results
View Options	Select the field names to be displayed for the 'Database Browser'
Print Label Options	Edit the dimensions for printing out the scanned business cards

List

The Visioneer Business Card Reader Software's 'List' menu includes the following options when in the List View:

Choose:	To:
Sort By Name	Sort business cards by contact's first name
Sort By Company	Sort business cards by the company name
Sort By Date	Sort business cards by last date modified
Search Unverified	Lists all unverified business cards
Search Verified	Lists all verified business cards
Search by Date	List all business cards created before or after specified date
Search By Category	List all business cards in the chosen category
Hide Search Results	Return list view to show all business cards

Card

The Visioneer Business Card Reader Software's 'Card' menu includes the following options when viewing the card image and details:

Choose:	To:
Rotate Left	Flip business card to the left
Rotate 180	Rotate business card upside down
Rotate Right	Flip business card to the right
Add to Category	Create a new category to organize the business cards
Recognize (OCR)	Process the business card image to fill in the text fields

Dictionary

The Visioneer Business Card Reader Software's 'Dictionary' menu includes the following options:

Choose:	To:
Last Name	Search and list by common last name
City	Search and list by common cities
State	Search and list by contacts' state
Title	Search for all contacts by specified title
Department	Search for all contacts in a specific department
Others	Search for all contacts by salutation

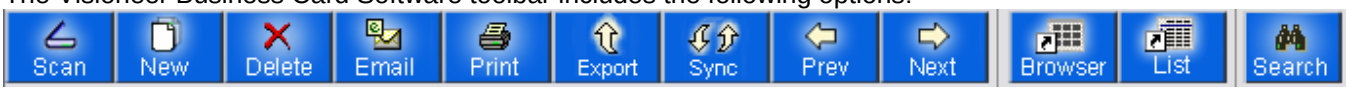
Help

The Visioneer Business Card Reader Software's 'Help' menu includes the following options:

Choose:	To:
About	Provides basic information about the Business Card Reader software
Contents	Provides a Help menu for the Visioneer Card Reader

Toolbar Commands

The Visioneer Business Card Software toolbar includes the following options:



Scans a business card with the specified default scanner

Creates a new business card Database

Deletes the current business card

Send Email to the selected business card holder

Print business card lists, images and labels

Export business card to Outlook

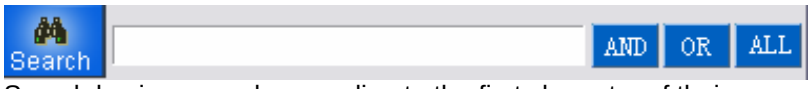
Synchronize Palm Address

Select previous business card

Select next business card

Business card image browser

Business card database browser



Search business cards according to the first character of their name fields

Open an Existing Database of Business Cards

The most recently edited database will be opened when accessing the Visioneer Business Card Reader software. To open a previously saved database of business cards:

1) Select **Open** from the 'File' menu.
2) In the 'Open the data File' window select the file.
3) Click **OK**.

Creating a New Contact

The 'New' option allows for manual entry of the details of a business card without scanning.

1) Click on the

button on the toolbar, or select **New Business Card** from the 'Edit' menu.
2) A blank business card view will be displayed.
3) Enter the details of the business card.
4) The business card will be saved automatically.

Note: Any changes to an existing database are saved automatically on close of software.

Scanning a Business Card

To scan business cards:

1) Select **Scan Options** from the 'Settings' menu to set the default scanning options prior to start of business card scan.
2) Click on the

button or select **Scan** from the 'File' menu.
3) Insert business card face down and flush to the side of the paper feed slot on the scanner.
4) After the business card has been scanned the following options are available:
   a) Scan opposite side – if the business card has information on both sides, select this option to begin scan of second side.
   b) Discard – if the image is not clear, click on the 'Discard' button to delete the image and scan again.
   c) Process – clicking on the 'Process' button will begin the OCR process, when it completes, the contact information text fields will be filled in with the results.
5) If the business card has been scanned in upside down, or if the business card view should be vertical instead of horizontal, rotate the card image then reprocess (OCR) the card.
   a) Click **Card** on the File menu bar.
   b) Select a rotate option form the drop menu.
      i) Rotate Left, Rotate 180, or Rotate Right
      ii) The business card image will rotate according to the option selected.

Scan Options

Change the default scan settings for business card scans prior to scanning:

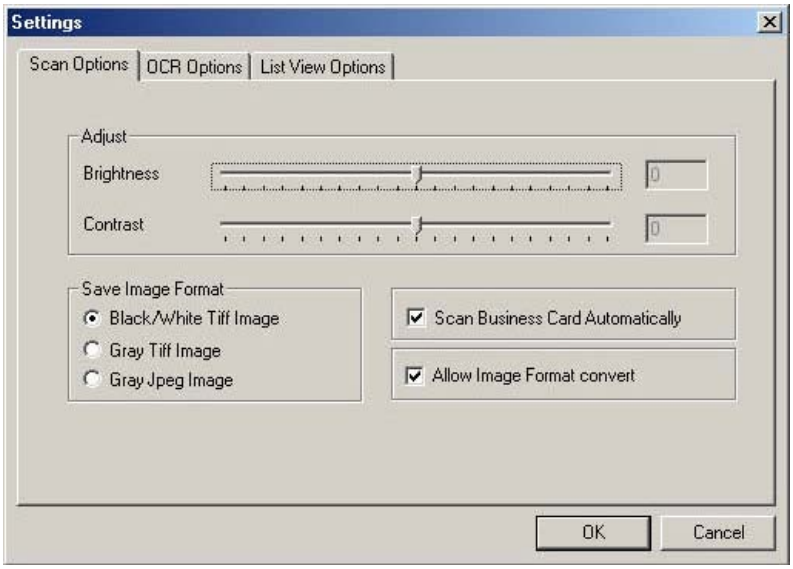
1) Select **Scan Options** from the 'Settings' menu to access the options for scanning, OCR and lists.
2) Click on the **Scan Options** tab if not already selected.
3) Modify the options as desired then click on the **OK** button.
   a) Adjust:
      i) Brightness – *changes the brightness of the image as it is being scanned in.*
      ii) Contrast – *sharpens the contrast between light and dark for clearer images*.
   b) Save Image Format:
      i) Black/White Tiff Image – *saves the scanned card images as black/white tiff images*.
      ii) Gray Tiff Image – *saves the scanned card images as "shades of gray" tiff images*.

iii) Gray Jpeg Image – *saves the scanned card images as "shades of gray" jpeg images*.

c) Scan Business Cards Automatically:
   i) Option selected – *after opening the scanning window all business cards will be scanned when they are inserted into the scanner.*
   ii) Option not selected – *business cards will not be scanned until clicking on the **Scan** button in the scanning window* – this may be useful as the scanner does not always pull cards through straight, which can affect OCR results.

d) Allow Image Format Convert:
   i) Option selected – *when the OCR process is completed on a selected name card, the card can be saved in the new format defined in the option page.*

***NOTE:** this will set the default options for all cards scanned in.*



Optical Character Recognition of Fields

Some fields on the business card may not have been recognized accurately during the OCR process. These areas may be recognized again. The results will be placed in the field selected and will append, insert or replace the current text in that field based on the OCR options previously selected.

There are three methods available for reprocessing OCR results.

OCR Method #1:

1) Click in the green box (OCR layout) that surrounds the field to be processed again.
   a) The OCR layout field border will change from green to blue.
2) Click on the field name where the results should be inserted.

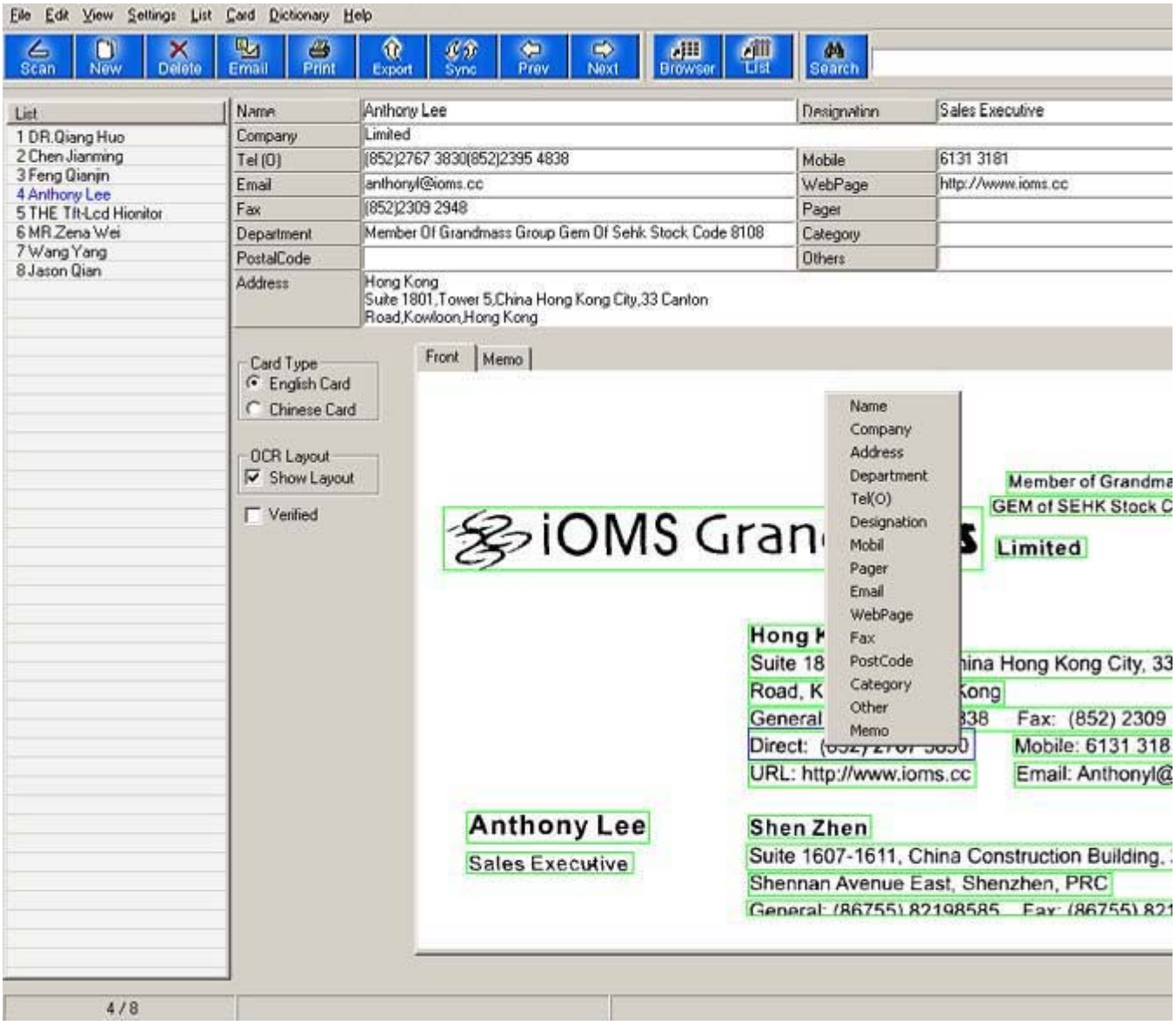
OCR Method #2:

1) Click in the green box (OCR layout) that surrounds the field to be processed again.
   a) The OCR layout field border will change from green to blue.
2) Right-click in the OCR layout box.
3) From the drop menu, choose the field where the OCR text should be inserted.

OCR Method #3:

1) Move the mouse to the area of the business card that needs to be processed.
2) Press and hold down the left mouse button.
3) Drag the mouse cursor across the area to be reprocessed.
   a) The OCR layout field border will change from green to blue.

4) Right-click on the selected text area.
5) From the drop menu, choose the field where the OCR text should be inserted.



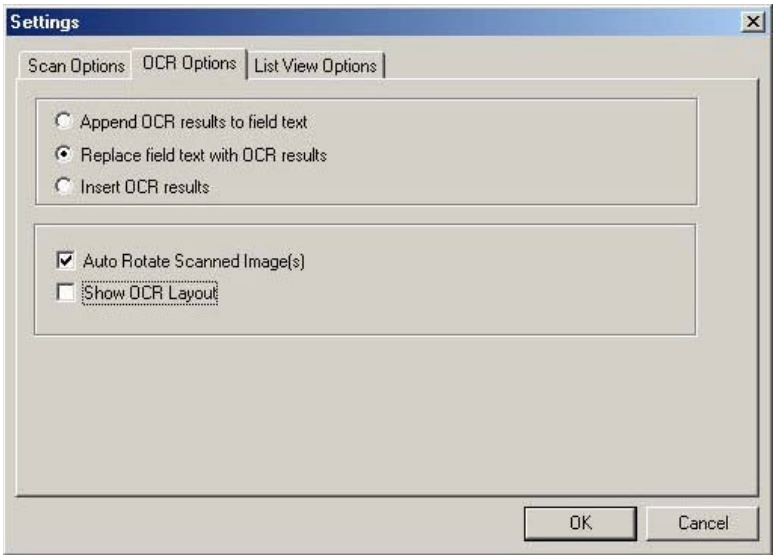
OCR Options

Change the default OCR settings for business card scans prior to processing:

1) Select **OCR Options** from the 'Settings' menu to access the options for scanning, OCR and lists.
2) Click on the **OCR Options** tab if not already selected.
3) Select the desired options then click on the **OK** button.
   a) Append OCR to field text – *adds the OCR results to the current text in a particular field.*
   b) Replace field text with OCR results – *replaces the current text in a particular field with the OCR results.*
   c) Insert OCR results – *inserts the OCR results where the cursor is placed in a designated text field.*
   d) Auto-Rotate Scanned Image(s) – *if selected, the card image will be automatically rotated if scanned in the wrong direction.*

e) Show OCR Layout – *displays the OCR layout boxes on the image and is useful when reprocessing OCR on a particular image*.

***NOTE**: this will set the default options for all cards on which OCR has been processed.*



Editing a Text Field

Make changes to the information in the text fields easily and efficiently.

To edit the text fields:
1) Click on the in the text field to be edited.
2) Type in the desired changes.
3) Changes are saved automatically.

If the text is correct, but placed in the wrong field:
1) Click on the field name to highlight all text in that field.
2) Right-click on the highlighted text and select **Cut** from the drop menu.
3) Click on the field name where the text is to be inserted.
4) Right-click in the field text and choose **Paste** from the drop menu.
5) Changes are saved automatically.

After making all the necessary changes to the fields, there is an option to click on the 'Verified' checkbox. This is to indicate that all the details of the business card are verified accurate and placed correctly. This may be useful later as there is an option to search verified or unverified cards only.

Saving the Business Card Database

To save the business card database under the same file name:
1) Select **Save** from the 'File' menu.

To save the business card database under a different file name:
1) Select **Save As** from the 'File' menu.
2) In the 'Save As' dialog box, select the folder location where the business card file is to be saved.
   a) Default file location is: c:\Program Files\Visioneer BCR1.5\User Data
3) Type in the new file name.
4) Click on the **Save** button to complete the action.

Deleting Business Card(s)

The 'Delete' option allows deletion of one or more business cards at the same time.

There are two methods for selecting business card(s) to be deleted:

1) In the 'List' view, click on the checkbox next to the business cards to be deleted.

File Edit View Settings List Card Dictionary Help
Scan New Delete Email Print Export Sync Prev Next Browser List Search
S Name Designation Department Company Address Postal Code Tel(o) DID
Dr.Qiang Huo Associate P... Department Of C... THE University ... (852)2857 8459
Chen Jianming Tonsoft Co.,Ltd. N 0.289,Tonsoft... 51 9002 (0756)2525593 ...
Feng Qianjin THE First Military... KEY Lab For Me... 510515 86 20 85148285
Anthony Lee Sales Exec... Member Of Gran... Limited Hong Kong Suit... (852)2767 3830(... (852)2767 3830
The Tft-Lcd Hionitor Actlo 1 Shenzhe... A Block,Second... 518081 0755-25558209...
Mr.Zena Wei Vice Gener... Xiamen Scan Te... Room 5109,Huo... 86-592-5713078
Wang Yang Sales Dept ... 161 1,Building A... 86-1062161648 ...
Jason Qian Manager Unioncyber Tec... 5F,Aihua Buildin... 51 8031 86755-836981 1...

OR

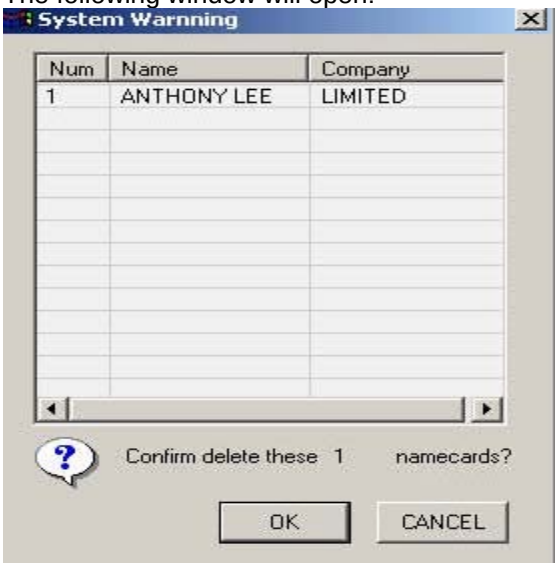
2) In the 'Browser' view, left-click to select the business card(s) to be deleted. To select multiple business cards press the **CTRL** button on the keyboard and left-click the mouse at the same time on each card to be deleted.

File Edit View Settings List Card Dictionary Help
Scan New Delete Email Print Export Sync Prev Next Browser List Search
1 DR.QIANG HUO
2 CHEN JIANMING
3 FENG QIANJIN
4 ANTHONY LEE
5 THE TFT-LCD HIO

3) Click on the

button on the toolbar, or select **Delete selected name card(s)** from the 'Edit' menu.

4) The following window will open:



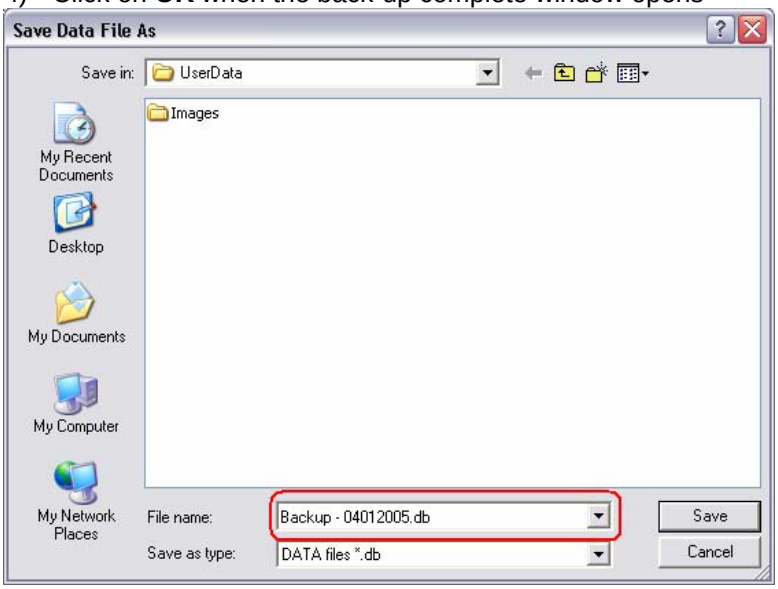
5) Click on the **OK** button to confirm deletion of the business cards selected.

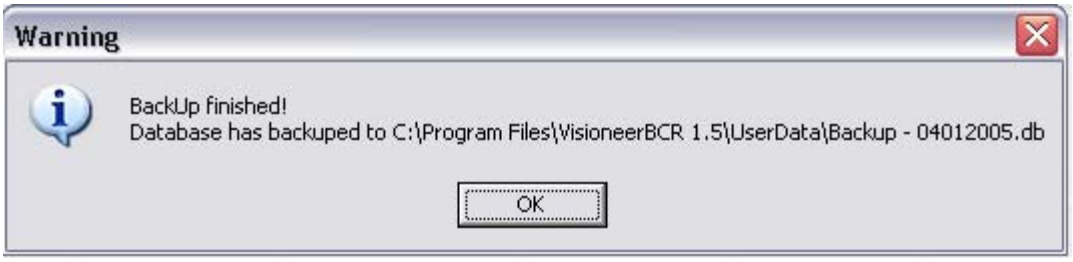
Back-Up and Restore the Business Card Database

Visioneer recommends that the Business Card Database be backed-up on a regular basis. This may be helpful if there are any system problems where the data may be lost or the current database may become corrupted.

Back-Up a Database

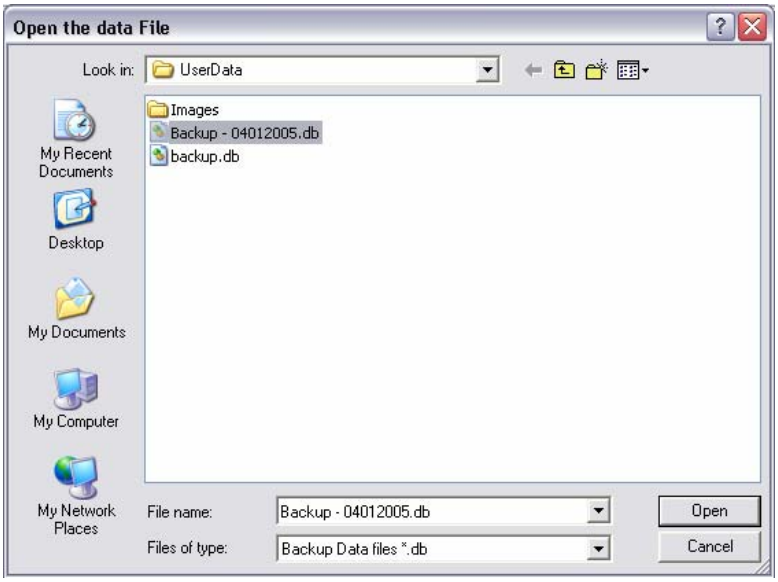
1) Select **BackUp Database** from the 'File' menu
2) Browse to the location where the back-up file is to be saved
   a) Default file location is c:\program files\VisioneerBCR 1.5\user data
3) Name the file then click on the **Save** button
   a) Example: the file name could be the day the back-up is completed
4) Click on **OK** when the back-up complete window opens





Restore a Database

1) Select **Restore** from the 'File' menu
2) Browse to the location where the back-up files have been saved
3) Select the desired back-up file that needs to be restored and click on the **Open** button
4) The backup database will now be the current database
   a) All changes will be made to this back-up database
   b) Go to 'File' and select **Save As** to save the database as another name to maintain the content of the backup database file



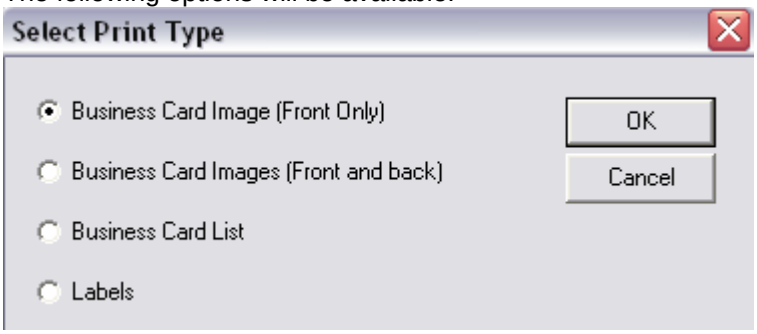
Printing Business Cards

The 'Print' option allows for printing business card images or contact details.

Print one or more card(s)

1) In the 'Browse' view select the business card(s) to be printed.
   a) Left-click to select the business card
   b) To select multiple business cards press the **CTRL** button on the keyboard and left-click the mouse at the same time on each card to be printed.
2) In the 'List' view, click on the checkbox next to the business card(s) to be printed.
3) Click on the

button on the toolbar, or select **Print** from the 'File' menu.
4) The following options will be available:



   a) Print the front image of each business card selected.
   b) Print the front and back image of each business card selected.
   c) Print the contact details of each business card selected.
      i) All the fields as shown in 'List' view.
   d) Print labels for all cards selected.
      i) Prints contact details in pattern specified under 'Print Label Options'.
      ii) The following section covers modifying the print label patterns dimensions.

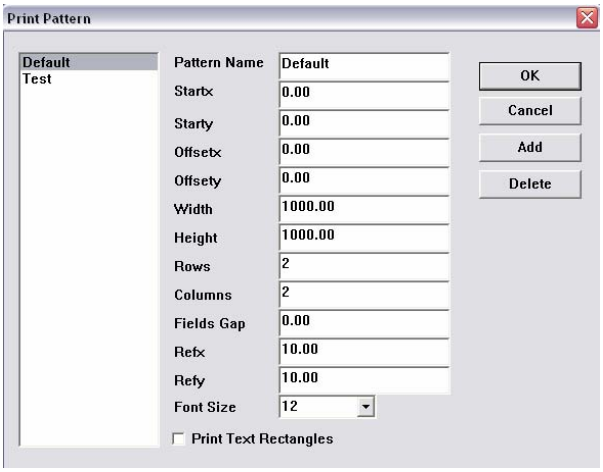
To print only specific fields, the fields that are not to printed must be removed from the 'List' view prior to printing.

Please look at the section ‘List of Name Cards’ for instructions on how to add & remove fields from the ‘List’ view. Note: the business card fields will print in the same order as seen in the ‘List’ view.

Print Label Patterns

Add, edit and select a print label pattern.

1) Select **Print Label Options** from the ‘Settings’ menu.
2) The label dimensions window will open.
3) Click the pattern name on the left to modify a current pattern.
4) Click on the **Add** button and input a name for the new pattern.

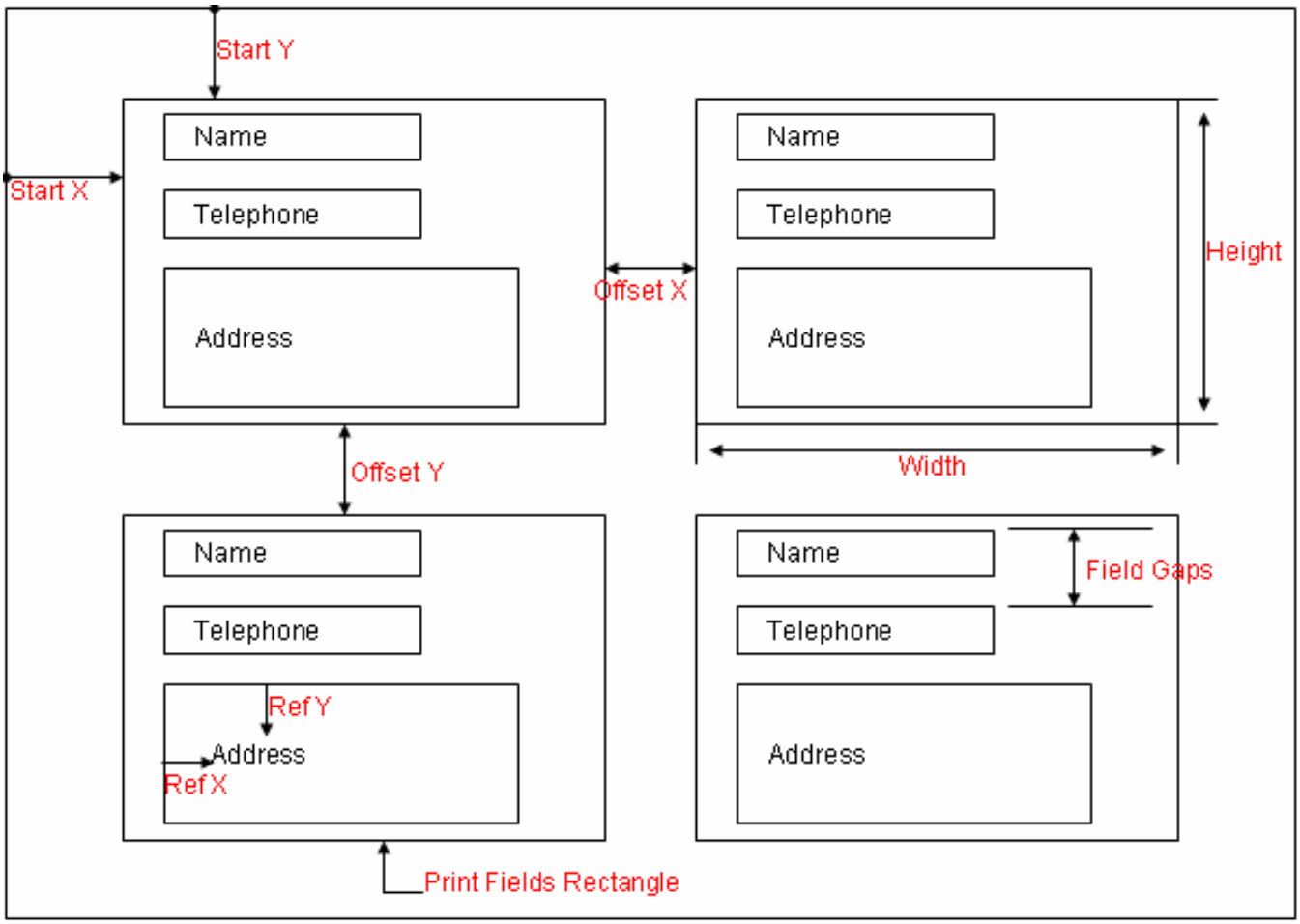


Note: all values are measured in 1/10mm

Pattern name:
Input any name to represent pattern dimensions
StartX and StartY:
Horizontal(x) and vertical(y) distances between labels sticks and labels papers.
These values must be adjusted for different printers
OffsetX and OffsetY:
Horizontal(x) and vertical(y) distances between neighboring label sticks.
Width and Height:
Horizontal and vertical dimensions of label sticks.
Rows and Columns:
The number of business cards to print in horizontal and vertical direction.
Fields Gap:
The Fields vertical distance in a label stick.
(Height of each field will change according to font size. The address field is 3 times of any other field, like name. Adjust fields gap to tune the space between fields.)
RefX and RefY:
Horizontal and vertical distance between fields bounding rectangles and fields text.
Font Size:
Fields text printed font size.
Print Text Rectangle:
Will print borders around fields.

Pattern items: (all values measured in 1/10 mm)

Fractional Inch	Decimal Inch	Millimeters	1/10 Millimeter
1/8	0.125000	3.1750	31.75
1/4	0.250000	6.3500	63.5
1/3	0.333333	8.4667	84.667
1/2	0.500000	12.7001	127.001
2/3	0.666666	16.9334	169.334
3/4	0.750000	19.0501	190.501
1	1.000000	25.4001	254.001



Searching Business Cards

The search function allows fast and easy retrieval of business cards.

QuickSearch

To search for business cards:

1) Enter a keyword in the search textbox on the tool bar

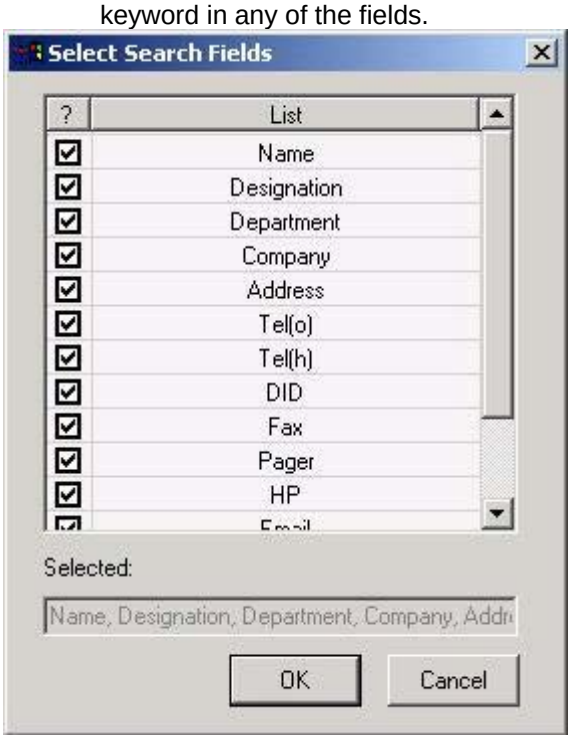
2) The keyword can be any information contained in the business card.
3) If a business card containing the keyword is found, it will be displayed. If not, an empty screen will be shown.
4) More than one keyword can be entered, separated by clicking on **AND** (AND&) or **OR** (OR|) button.
   a) To search for all business cards containing all the keywords entered, use the 'AND&' separator.
   b) To search for all business cards containing any of the keywords entered, use the 'OR|' separator.
5) To cancel a search, click on the **All** button to cancel searched results and view all business cards in browse or list view.

Specify searchable fields

1) Click on the

button to open the 'Select Search Fields' option window.

2) Select the fields to be searched by keyword.
   a) By default, all of the fields will be selected, so the search will be for all business cards containing the keyword in any of the fields.



Sorting Business Cards

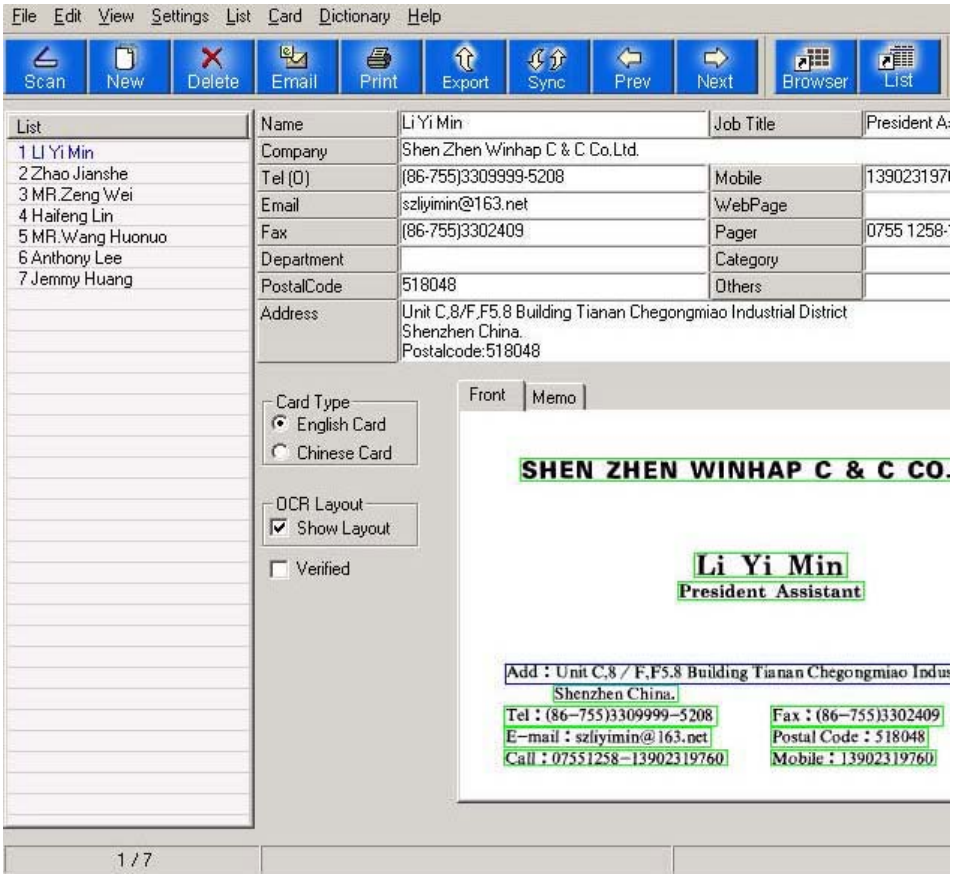
Sorting the business cards allows the information to be viewed easily in the 'List' view.

To sort the business cards:

1) In the 'List' view, click on a field header to sort alpha-numerically.
   a) Click on the field header one time to sort A to Z.
   b) Click on the field header a second time to re-sort Z to A.
2) Alternatively the business cards can be sorted by Name, Company or Date (time created) by choosing one of these three options in the 'List' menu.

List Business Cards

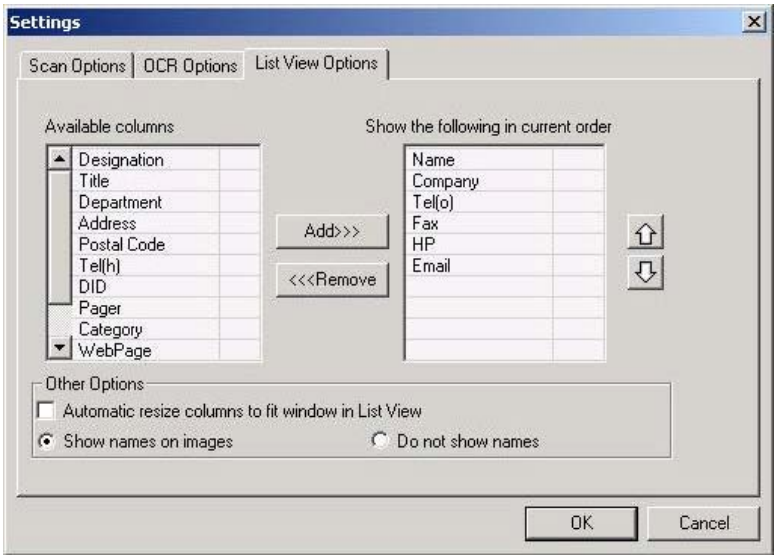
The 'Edit' view shows all business cards listed by contact name in the current database. Clicking on any one of the records on the left side of the window shows the contact and company information for that card.



List View Options

Change the default List view settings:

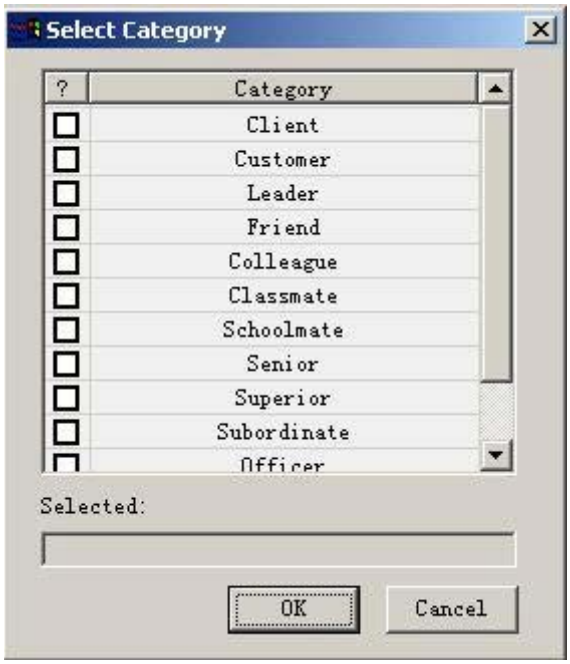
1) Select **List Options** from the 'Settings' menu to access the options for scanning, OCR and lists.
2) Click on the **List Options** tab if not already selected.
3) Select the desired options then click on the **OK** button.
   a) Available columns – *all possible fields in the database to be viewed in the 'List' view.*
   b) Show the following in current order – *shows the selected fields in the 'List' view in the order of the fields top to bottom.*
      i) **Add>>>** button – *moves the selected fields from the 'Available Columns' list to the 'Show the following in current order' list.*
      ii) **<<<Remove** button – *moves the selected fields from the 'Show the following in current order' list to the 'Available Columns' list.*
      iii) ⇧ (up) button – *moves the selected field up the list under 'Show the following in current order'.*
      iv) ⇩ (down) button – *moves the selected field down the list under 'Show the following in current order'.*
   c) **Other Options**
      i) Automatic resize columns in to fit window in the 'List' view – *if selected, the columns will be resized so that all may be viewed in the window without scrolling left-to-right.*
      ii) Show Names on images – *if selected, displays the name of the contact person below the business card in the 'Browser' view.*
      iii) Do not show names – *if selected, does not display the name of the contact person below the business card image in the 'Browser' view.*



Classifying Business Cards

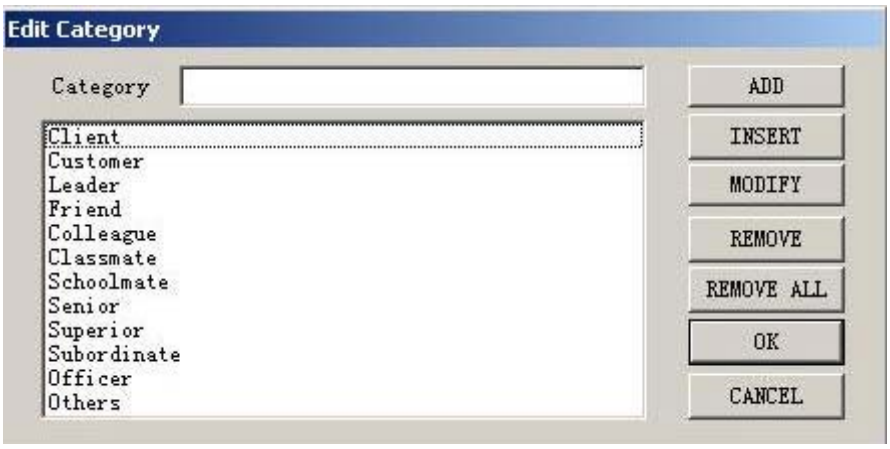
To classify a business card:

1) Select the business card(s) to be classified.
2) Click **Add to Category** from the 'Card' menu.
   a) This will open a category options window.
3) Select the desired categories to associate with the business card(s).
4) Click on the **OK** button.



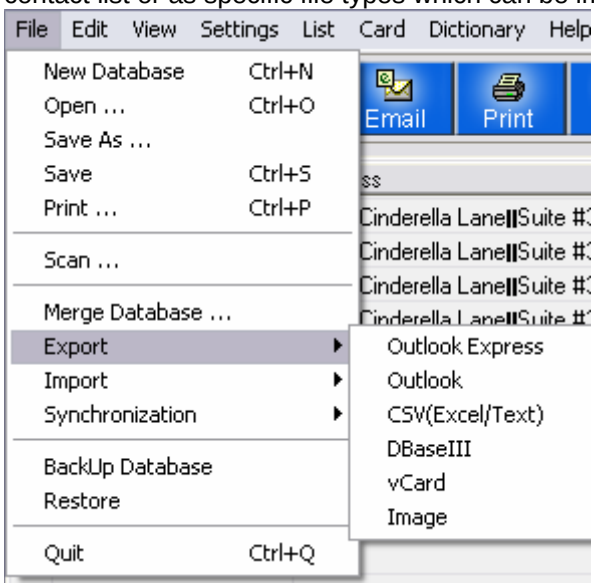
Change options available in Classification

1) Select **Edit Category** from the 'Edit' menu.
2) From the 'Edit Category' window categories can be added, modified and deleted.



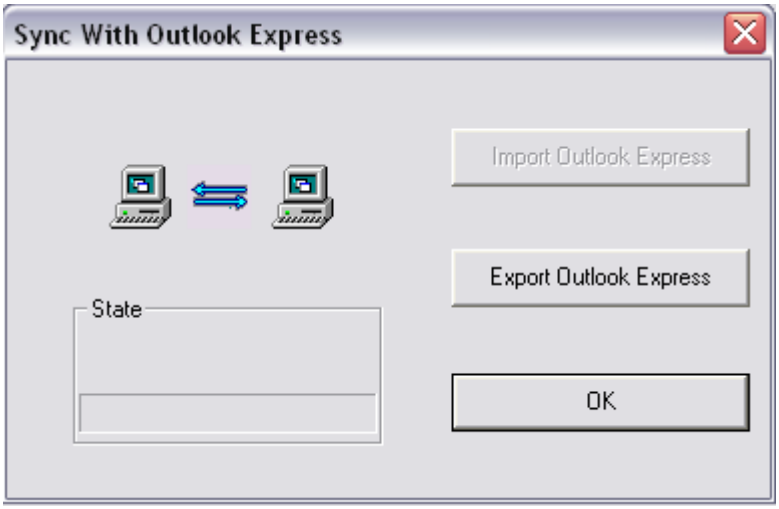
Export Contact Information

The Visioneer Business Card Reader database may be exported directly to the Outlook and Outlook Express contact list or as specific file types which can be imported into applications which support that file format.



Export to Outlook Express

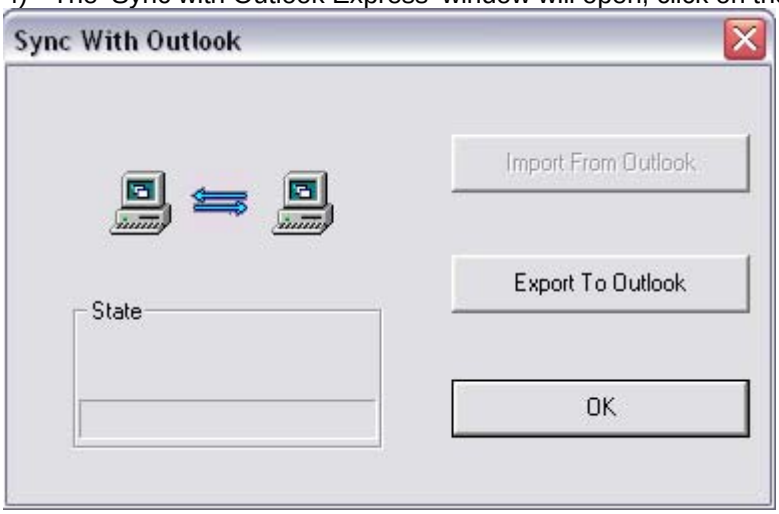
1) In the 'List' view, select each contact to be exported to Outlook Express
2) Select **Export** from the 'File' menu
3) Then select **Outlook Express**
4) The 'Sync with Outlook Express' window will open, click on the **Export to Outlook Express** button



5) A verification window will request to either export only the selected contacts or all contacts
6) After the export has been completed a notification window will open, click on the **OK** button
7) The next time Outlook Express opens the contact list will be updated with the information exported from the Business Card Reader database

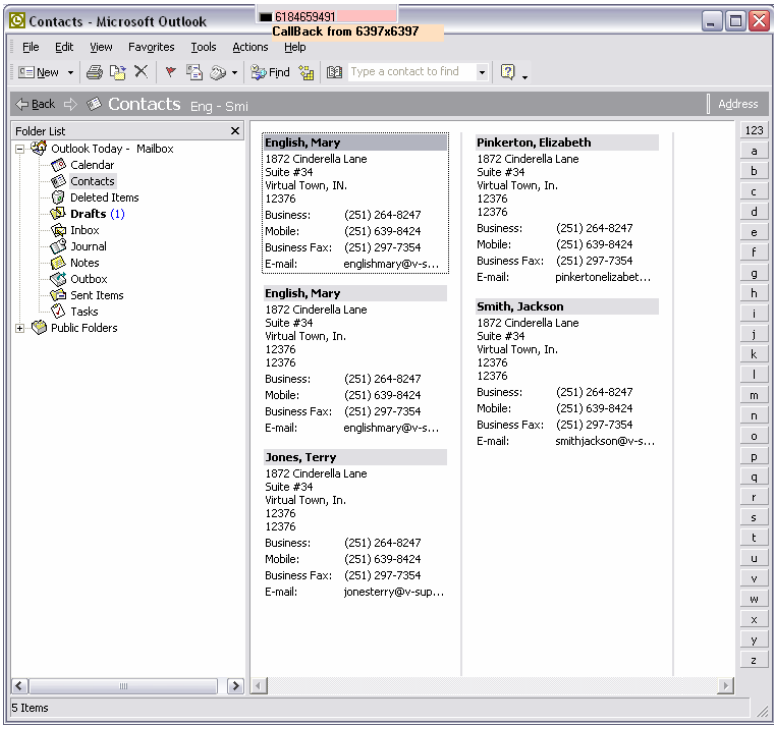
Export to Outlook

1) In the 'List' view, select each contact to be exported to Outlook
2) Select **Export** from the 'File' menu
3) Then select **Outlook**
4) The 'Sync with Outlook Express' window will open, click on the **Export to Outlook** button



5) A verification window will request to either export only the selected contacts or all contacts
6) After the export has been completed a notification window will open, click on the **OK** button
7) The next time Outlook opens the contact list will be updated with the information exported from the Business Card Reader database

Example contact list:

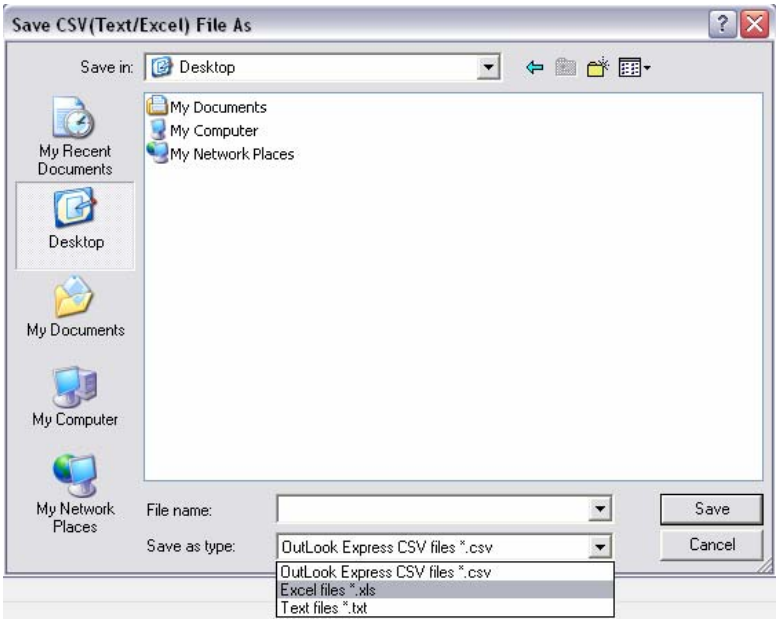


Export to DBaseIII or CSV file

The business card database can be exported as either a DBaseIII or CSV file then imported into programs that support those file formats (e.g. ACT!, Goldmine, MS-Excel, etc…)

1) In the 'List' view, select each contact to be exported to a DbaseIII or CSV(Excel/Text) file
2) Select **Export** from the 'File' menu
3) Choose either **DBaseIII** or **CSV(Excel/Text)**
4) A window will prompt to either export only selected or all business cards

5) The 'Save File' screen will open
6) Select a location on the hard drive to save the file
7) Name the file to be saved
   a) DBaseIII files will have a '.dbf' file extension
   b) CSV files can be saved as either '.csv' or '.xls' file type (extensions)



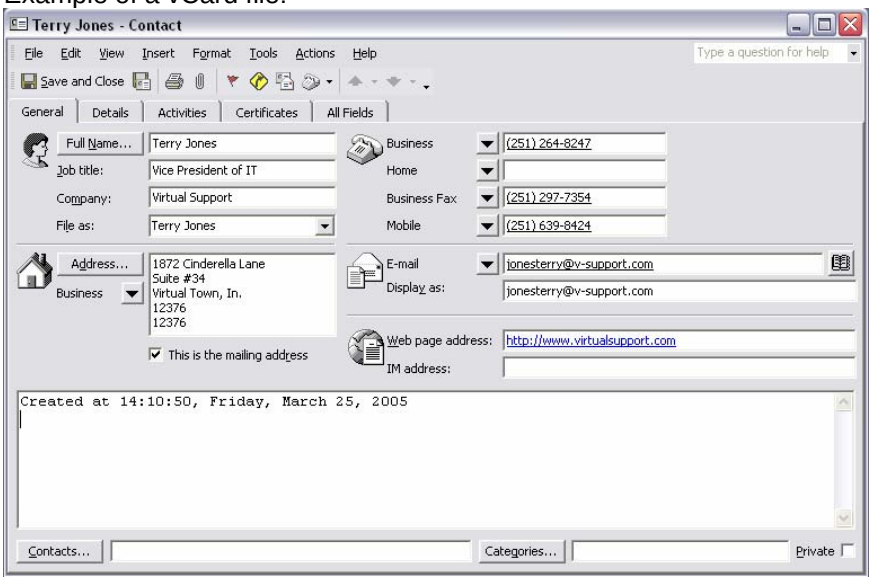
8) Open the file in the appropriate application
   a) DBaseIII files can be imported into applications such as ACT! and Goldmine
   b) CSV files can be opened in MS-Excel

Export to vCard

A contact from the Visioneer Business Card Reader database may be exported to a vCard file.

1) In the 'List' view, select a contact to be exported as a vCard (.vcf) file
2) Select **Export** from the 'File' menu
3) Then select **vCard**
4) A window will prompt to either export only selected or all business cards
5) Browse to the location where the vCard file should be saved and name the file
6) The vCard for that contact may be opened at any time by double-clicking on the vCard file

Example of a vCard file:



Export Image

The original image file can be exported to a specific location. The image file type will be the original file type from the business card software (either .tiff or .jpeg)

1) In the 'List' view, select each contact to be exported
2) Select **Export** from the 'File' menu
3) Then select **Image**
4) A window will prompt to either export only selected or all business cards
5) Browse to the location where the file images are to be saved

Emailing Contacts

Email messages can be initiated from within the Visioneer Business Card Reader software.

1) In either the 'Browse' or 'List' view, select the contacts' business card(s) to send the email message to.
   a) In the 'Browse' view, press and hold the **CTRL** key on the keyboard and click on each card to be included in the email.
   b) In the 'List' view, click on each checkbox next to the name of each contact to be included in the email.
2) Click on the

button or select **Email** from the 'Edit' menu.
3) An option window will open that allows attachment of vCard or Image file to the email message.
   a) Select vCard and/or Image to attach them to the email message.
   b) After making selection, or if no attachment is needed, click on the **OK** button.
4) A blank email message will open with the "To:" field filled in with each person's email address from the selected business cards.

Synchronization

The Visioneer Business Card Reader software can synchronize contact information directly to the Palm and WinCE PDA devices.

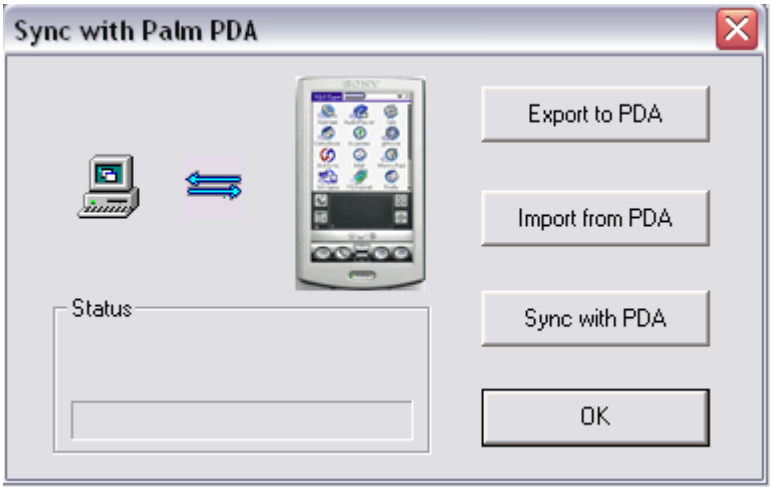
Synchronization with Palm Device

Before using the Synchronization with Palm Device function, the Palm Desktop software must be installed and

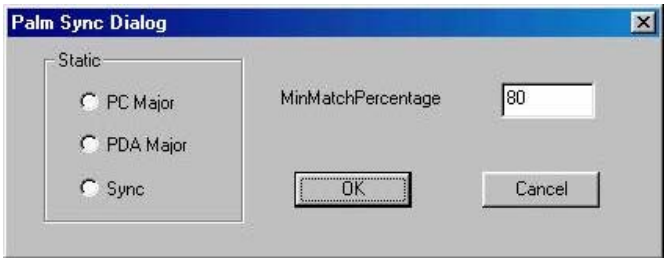
the Palm handheld must be connected to the computer. The Palm Desktop software will be on the installation CD provided with the Palm handheld device.

1) Click on the

button or select **Synchronization** to **Palm Device** from the 'File' menu.
   i) There may be a warning "Palm conduit just registered, please restart you computer." Please reboot the computer at that time.
   b) Click on **Export to PDA** to export data to the Palm device.
   c) Click on **Import from PDA** to import data from the Palm device.
   d) Click on the **Sync with PDA** button to set a match percentage between device and computer.



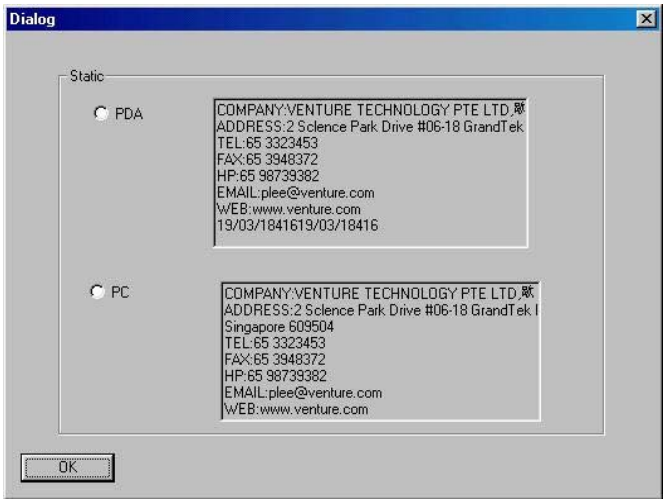
2) After initializing the sync function the 'Palm Sync' dialog window will open.
   a) Select 'PC Major', 'PDA Major' or 'Sync'.
   b) Set the minimum match (similarity) percentage desired.
   c) Click on the **OK** button to synchronize the data.



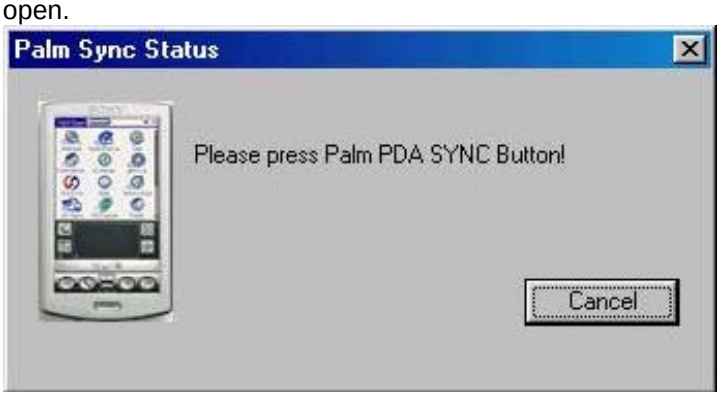
PC Major
If a particular record is in both the computer and the Palm database and both records have a minimal match percentage as stated, the system will automatically set the record on the Palm device to the one on the computer.

PDA Major
If a particular record is in both the computer and the Palm database and both records have a minimal match percentage as stated, the system will automatically set the record on the computer to the one on the Palm device.

Sync
If a particular record is in both the PC and the Palm database and both records have the minimal match percentage as stated, the application will request selection of which device should be the sync major.
(as seen to the right ➢)



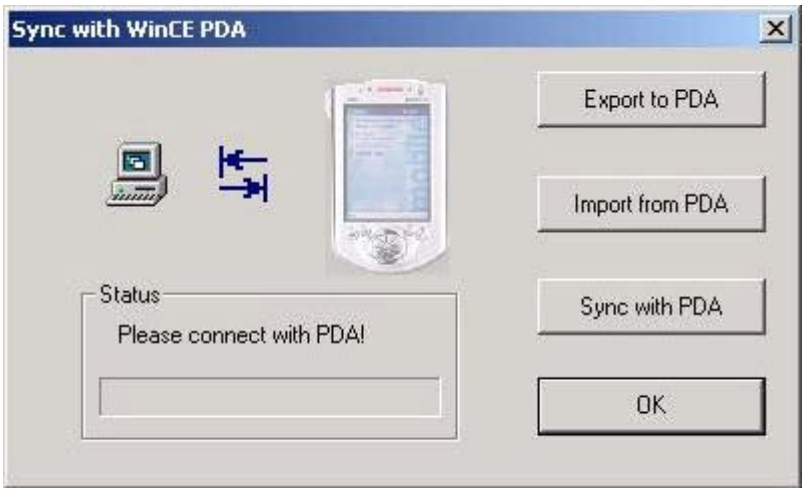
3) After selecting either 'PC Major', 'PDA Major' or 'Sync (PDA or PC)' the Palm Sync Status window will open.



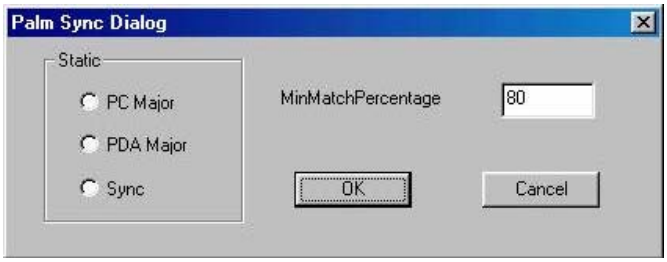
****NOTE**
The database images which have been synchronized will not show the OCR layout on the images, unless the images are being processed again.

Synchronization with WinCE Device

1) Connect the WinCE device to the PC via the serial cable.
2) Select **Synchronization** to **WinCE Contacts** from the 'File' menu to open the Sync to WinCE options.
   a) Click on **Export to PDA** to export data to the WinCE device.
   b) Click on **Import from PDA** to import data from the WinCE device.
   a) Click on the **Sync with PDA** button to set a match percentage between device and computer.



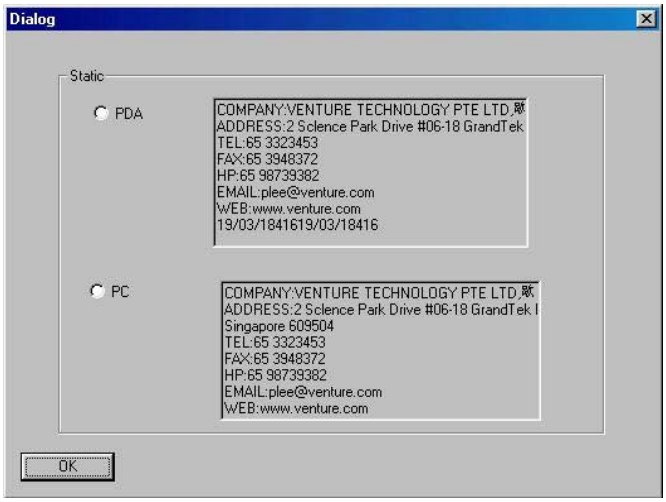
3) After initializing the sync function the 'WinCE Sync' dialog window will open.
   a) Select 'PC Major', 'PDA Major' or 'Sync'.
   b) Set the minimum match (similarity) percentage desired.
   c) Click on the **OK** button to synchronize the data.



PC Major
If a particular record is in both the computer and the WinCE database and both records have a minimal match percentage as stated, the system will automatically set the record on the PDA to the one on the computer.

PDA Major
If a particular record is in both the computer and the WinCE database and both records have a minimal match percentage as stated, the system will automatically set the record on the computer to the one on the PDA device.

Sync
If a particular record is in both the PC and the WinCE database and both records have the minimal match percentage as stated, the application will request selection of which device should be the sync major.
(as seen to the right ➢)

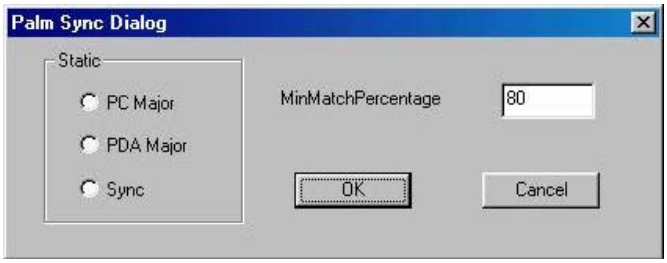


****NOTE**
The database images which have been synchronized will not show the OCR layout on the images, unless the images are being processed again.

Synchronization with WinCE BCR

1) Connect the PDA device to the PC via the serial cable.
2) Select **Synchronization** to **WinCE BizCard Finder (WINCE)** from the 'File' menu to open the Sync to WinCE options.
   a) Click on **Sync With BizCard Finder** to browse and select a database file in the WinCE Visioneer BCR software to be synchronized.

3) After selecting the desired database the BizCard Finder (WINCE) options window will open (similar to the following window).
   a) Select 'PC Major', 'PDA Major' or 'Sync'.
   b) Set the minimum match (similarity) percentage desired.
   c) Click on the **OK** button to synchronize the data.

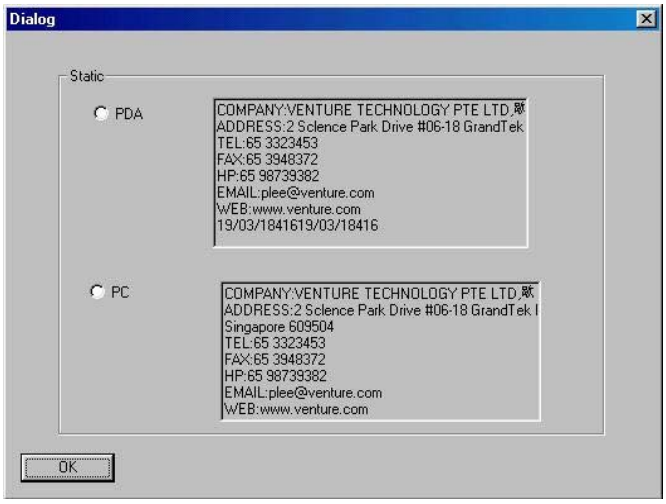


User Control
If a particular record is in both the databases of the PC Visioneer Business Card Software and the WinCE Visioneer Business Card Software, and both records has a minimal match percentage as stated, system will prompt out the following window, with the record in WinCE Visioneer Business Card Software, and the record in PC Visioneer Business Card Software.

PC Major
If a particular record is in both the databases of the PC Visioneer Business Card Software and the WinCE Visioneer Business Card Software, and both records have a minimal match percentage as stated, system will automatically set the record on WinCE Visioneer Business Card Software to the one on the PC Visioneer Business Card Software.

CE Major
If a particular record is in both the databases of the PC Visioneer Business Card Software and the WinCE Visioneer Business Card Software, and both records have a minimal match percentage as stated, system will automatically set the record on the PC Visioneer Business Card Software to the one on WinCE Visioneer Business Card Software.

(as seen to the right ➢)



****NOTE**

The database images which have been synchronized will not show the OCR layout on the images, unless the images are being processed again.